



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20020020-LTD

**OPEN:** 11/08/2001

**CLOSE:** 01/07/2002

**POSITION VACANT:** Executive Officer, Division of Astronomical Sciences (AST), Directorate for Mathematical and Physical Sciences (MPS)

**LOCATION:** Arlington, Virginia

**SALARY RANGE:** ES-1 to ES-3 (curr. \$120,261 - \$131,615)

**AREA OF CONSIDERATION:** All Qualified Applicants

**Announcement is for a two-to-three year limited term appointment. Position is also announced on a career basis in S20020020-C and on an Intergovernmental Personnel Act assignment basis in S20020020-IPA.**

**STATEMENT OF DUTIES:** Serves as Executive Officer of the Division of Astronomical Sciences, which supports research and education in planetary astronomy, stellar astronomy and astrophysics, galactic astronomy, extragalactic astronomy and cosmology. The AST Division also funds a broad base of observational, theoretical, and laboratory research aimed at understanding the states of matter and physical processes in the Solar System, the Milky Way galaxy, and the Universe; supports the development and operation of three National Astronomy Centers and provides the U.S. share of funding for the operation of the Gemini Observatories. The Executive Officer participates with the Division Director in providing leadership to the Division's programs and assists the Division Director in carrying out Division-wide responsibilities such as preparation of budget submissions for Congress and recruitment of scientific and administrative staff. The incumbent participates with the Division Director in fostering partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, international organizations and the academic communities. The Executive Officer serves as Acting Division Director in the absence of that incumbent.

### QUALIFICATIONS REQUIREMENTS

#### EXECUTIVE/MANAGERIAL

#### Essential

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of science research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization. (Leading Change)
2. Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs in areas relating to the astronomical sciences. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources in response to major changing needs in astronomy-related research and education. (Results Driven Leadership)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as the senior spokesperson for a major organization that supports research and education in the astronomical sciences and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities, including academic researchers and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector, in the U.S. as well as overseas. (Building Coalitions/Communication)

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**(Continued on reverse side of announcement)**

### Desirable

1. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

### Essential

#### **PROFESSIONAL/TECHNICAL**

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in the astronomical sciences or closely related field.
2. Substantial research contributions and strong evidence of scholarship in the astronomical sciences or a closely related field as evidenced in publications or innovative leadership in research administration.

### Desirable

1. Demonstrated broad knowledge of diverse fields of science and their interdisciplinary impact on astronomy-related fields.
2. Demonstrated knowledge of the relevant academic community and recognized professional standing in the scientific community as evidenced by publications and/or professional leadership and awards.
3. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.
4. Continued professional research activity in the astronomical sciences or related field.

#### **GENERAL INFORMATION**

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. **The individual selected will be required to file an “Executive Branch Personnel Public Financial Disclosure Report” (SF-278) in accordance with the Ethics in Government Act of 1978.**

#### **EVALUATION METHOD**

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

#### **APPLICATION INSTRUCTIONS**

**Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements.**

**1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer’s name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately.

**2.) Narrative statement addressing your background in terms of (a) the executive/managerial requirements and (b) the professional/technical requirements.**

**3.) NSF Form 1232, “Applicant Survey.”** Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

**APPLICATION SUBMISSION:** Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov), mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020020-LTD, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-4378; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically under Vacancies on NSF’s Homepage <http://www.nsf.gov/home/menus/jobs.htm>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**